

activate shared mode; click **Yes** to continue. If the spreadsheet has not been saved previously, the Save dialog opens. After saving, the text “(shared)” is shown on the Title bar, after the title.

Tools > Share Spreadsheet on the Menu bar can also be used to switch a spreadsheet from shared to unshared. However, this means that other users can no longer edit it. Instead, you may wish to save a copy of the shared spreadsheet using another name or path, thus creating a copy of the shared spreadsheet, and then switch the copy to unshared.

Opening a shared spreadsheet

When you open a shared spreadsheet, a message appears stating that some features are not available in this mode. After reading it, click **OK** to remove the message and open the document. You can select the option to not show the warning again.

The following features are disabled in a shared spreadsheet:

Edit > Track Changes, except for **Merge Document**

Insert > Media > Audio or Video

Insert > Comment

Insert > Object

Insert > Chart

Insert > Named Range or Expression

Insert > Pivot Table

Insert > Floating Frame

Insert > Fontwork

Insert > Signature Line

Format > Merge Cells

Format > Print Ranges

Sheet > Move or Copy Sheet

Sheet > Delete Sheet

Sheet > Insert Sheet from File

Sheet > Named Ranges and Expressions

Sheet > Rename Sheet

Sheet > Sheet Tab Color

Data > Define Range

Data > Sort

Data > Sort Ascending

Data > Sort Descending

Data > Subtotals

Data > Validity

Data > Multiple Operations

Data > Consolidate

Data > Group and Outline

Data > Pivot Table

Tools > Protect Sheet

Tools > Protect Spreadsheet Structure

Saving a shared spreadsheet

When you save a shared spreadsheet, if it has not been modified and saved by another user since you opened it, it is saved as usual.

If the spreadsheet has been modified and saved by another user since you opened it, one of the following will occur: